



**MINUTES OF A MEETING THE FULL GOVERNING BOARD OF RIVACRE VALLEY, HELD ON
23RD JANUARY AT 4.00PM, AT THE SCHOOL**

NON CONFIDENTIAL MINUTES

Name	Designated Role	Date of end of tenure	Present
Mr Ian Aspden	Co-opted	10/03/2023	Y
Mrs Yvonne Colclough		10/03/2023	Y
Mrs Moira Atkins		26/10/2020	
Mrs Kate Hubbard	Chair of Governors	04/02/2020	Y
Mrs Gemma Flynn	Vice Chair	22/06/2020	Y
Mrs Jacqui Critchley		12/03/2023	Y
Mr Jed Denham		20/01/2022	Y
Mrs Kate Docherty	Head		Y
Mr Joao Jose Sousa Leite		10/10/2023	Y
In attendance:			
Mrs Caroline Mann	Clerk to Governors		

The meeting commenced at 4.08 pm with a welcome and introductions to Mr Leite.

1. APOLOGIES

Governors noted the absence of Mrs Atkins.

2. DECLARATION OF INTEREST

Action: The Clerk to provide Mr Leite with an Annual Declaration of Pecuniary Interest form for completion and return to the School Office.

There were no further pecuniary interests or conflicts of interest declared.

3. MEMBERSHIP/CONSTITUTION

The Headteacher joined the meeting at 4.12 pm.

The Headteacher had previously advised Governors of the sad news that Mrs Julia Clarke had passed away, following a short stay in hospital.



Governors held a one minutes silence in which to remember Julia and noted that she was a special lady who had been a big part of the school and that she would be sorely missed. Governors remembered her for the well-stocked library which she had raised funds for; for her commitment to the Friends of Rivacre Valley and her support and attendance at school events. Julia was also remembered for her passion for reading with the Upper KS2 and her belief that reading was a passport to success.

The Chair advised that an election for Parent Governors had been held in January and that parents were advised that one Governor would commence in February and one in June 2020. There had been no additional applicants, so Mrs Hubbard and Mrs Flynn agreed to stand for a further term of office.

RESOLVED: that Governors noted that Mrs Hubbard and Mrs Flynn to be re-elected as Parent Governors, with effect from 5th February and 23rd June 2020 respectively.

Mr Leite who was elected in October as Parent Governor was welcomed to the meeting.

Action: The Clerk to provide a new Governors induction pack to Mr Leite.

Action: The Clerk to provide copies of an induction planner to the Chair, Headteacher and Mr Leite for use during the induction.

School Items

4. MINUTES OF THE LAST MEETING

The minutes of the FGB held on 27th November 2019 were reviewed. Governors noted that Mr Leite's name had been misspelt, before agreeing the minutes were an accurate record.

RESOLVED: that the minutes from 27th November 2019 be agreed and signed by the Chair.

5. MATTERS ARISING FROM THE NON CONFIDENTIAL MINUTES

Budget

Governors were advised that the next budget working party would be held on 10th March at 3.30pm and that all were welcome to attend.

KCSIE 2019

Action: The Headteacher to recirculate KCSIE 2019 to Governors.

Health and Safety

Governors noted that the H&S visit from the LA had taken place in the Autumn term.



Action: The Chair to carry out a Health and Safety walk with the locum Caretaker, Mr Martin.

Pen Portraits

Action: Outstanding pen portraits to be completed and sent to Mrs Cole.

Door Locks

Governors noted the Headteacher's comments regarding the cost and feasibility of the door locks.

Governors question: *Could a lock down policy be drawn up?*

Answer: *It would need to be drawn up in line with the Business Continuity Plan.*

Action: Headteacher to investigate whether there are other Lock Down policies in operation elsewhere.

School Uniform

Action: Mrs Cole to investigate the quality of school uniform.

SEF

Governors question: *Is there much Governor input into the SEF?*

Answer: *Mrs Critchley and Mr Aspden attended the SEF staff meeting in the Autumn. It is always on the website and gets sent out to Governors.*

Governors question: *Is there a list of SEF planning dates for Governors?*

Answer: *There are none at the moment but (the Headteacher) will send the Leadership Team meeting dates out to everyone for their diaries.*

Action: Governors who attend the leadership meeting to complete a learning log.

6. PART ONE/ NON CONFIDENTIAL REPORTS

There were no reports to be discussed.

7. HEADTEACHER'S REPORT AND SAFEGUARDING REPORT

The Headteacher highlighted points from the report which had been circulated prior to the meeting.

SDP

The Headteacher advised Governors that lesson observations were only to be carried out for staff who were early in their career and where evidence suggested that further information on the quality of teaching was required. Governors noted that Ofsted were no longer carrying out lesson observations, choosing classroom visits instead. Classroom visits gave a better view of teaching over a period of time rather than the snapshot view created by observational visits. Earwig and Tapestry illustrated how well policies and procedures had been embedded.

EYFS

Governors were advised that there were a few headline areas where a small number of children were below where they should be. Governors noted that this was due to the level of SEN and behavioural challenges as well as changes to staffing levels. The impact had been evaluated and decisions made regarding the specific interventions that children would be targeted with. The focus was on basic skill application. Other areas, such as Speech and language were being addressed using different methods.

Governors question: *Is this because of the cohort?*

Answer: *Yes, in part. There are a lot of summer born children, Special Educational Needs (SEN) and behavioural issues, which take time to deal with. Behavioural issues, in particular, take time. This is reviewed to find a balance. There are some things that we have stepped back from in order to address behavioural issues. It is important that we get these right in the early years.*

Governors question: *Do you think that the new nursery space will help?*

Answer: *Those that come from nursery tend to do better with the transition because nursery is run in the same way and children know what to expect. In terms of behaviour, it is what comes through the door and how we deal with it as a whole setting.*

Governors question: *Do we have a problem with the number of staff in Early Years (EY)?*

Answer: *No, there were more staff in the past but staffing ratios are 1:30 in EY. For 38 children there are two Teachers and one Teaching Assistant (TA's). In the past we had the luxury of two Teachers, but the current structure is better than most schools. We are seeing a national trend, for a lot more children with identified needs. We review the situation and make creative changes to adapt our teaching.*

Governors satisfied themselves that the situation was regularly reviewed.

KS1

The headteacher clarified that this data was for those working within their year group expectations. However, there were better results on Read, Write, Maths combined score being predicted (RWM).

KS2

Governors noted that children were on track for their own progress measures but that these did not necessarily meet national targets. Year 3 and 4 were large groups with unique needs. KS2 is the same size as EY and KS1 together. The headteacher outlined the journey required by some children and advised that additional teaching time of 0.5 wte had been put in, with the aim of getting children to their year age expectations.

Governors noted the efforts put in by teaching staff and the requirements placed on the Senior Leadership Team, (SLT) in an expanding school.

Outcomes for Pupil Premium (PP)



The Headteacher advised that there had been a good outcome in reading with PP children outperforming non PP children in their progress measure.

Progress measures

Governors discussed the benefits of Tapestry and Earwig and access to Earwig.

Action: The Headteacher to investigate automatic fortnightly Earwig updates.

Quality of Education

The DHT advised Governors that staff reviewed a different area of the curriculum on a weekly basis. This had helped staff to gain insight into all areas of the curriculum across all year groups. The DHT gave examples of the work carried out on World War II.

Governors remarked on how easy the Curriculum plan was to understand.

Action: Governors invited to attend the school play to see some of the curriculum work in action. (School Play is to be held after the next FGB on 25th March).

Personal Development

Governors question: *What is 'Chemistry with cabbage'?*

Answer: *It is using the cabbage to do chemistry experiments. The children like it because it is hands on.*

Governors question: *What are 'Deep Dives'?*

Answer: *It is an Ofsted term. Ofsted review a few subjects in great detail. This always including English: reading.*

Governors question: *Are you doing this at the school?*

Answer: *Yes, on a weekly basis. It supports staff to understand the broader curriculum and how it flows across the whole school. It is easy to become involved in one year group or area and staff need to understand the whole school picture in terms of where children come from and go to in each subject area. Understanding the progression in skills and knowledge is important for all staff.*

British Values

Governors noted that British values would be the focus of a staff meeting in two weeks' time. The DHT gave examples of the British Value activities in the curriculum, including the recent 'general election' held in December.

Careers Programme

Mr Leite noted that his workplace was involved in the Adopt a school scheme.

Action: Mrs Colcough to provide Mr Leite's details to the school careers lead, Mrs Vaughan.

Governors question: *When are the children's class swaps?*

Answer: *They are for one week in July. They help with the transition before the summer holidays.*



Behaviours and Attitudes

The headteacher advised that she had read the Paul Dix book. It had provided some good ideas. The Senior Learning Team (SLT) had been provided with copies of the book.

Exclusions

Governors noted that there had been no exclusions in the school since the Headteacher had joined and that this was a testament to positive attitudes created between children and staff.

Attendance

Governors question: *Is attendance where it should be?*

Answer: *No, it is a little below and hovers around 94%.*

Governors question: *What is national target?*

Answer: *95%*

Governors question: *Are children still engaged with the attendance box and prize giving?*

Answer: *Yes, there is already a name in the box for the chance to win a bike.*

Governors discussed the arrangements for breakfast for children.

School Council

An update on current projects, including fundraising for the Australian Bush Fire fund was provided by the Headteacher.

Data – KS1

A summary had been reviewed in Autumn 2 and included in the agenda for information. KS1 data was below where it should be even though individual children's progress was strong. Governors noted that in terms of children's progress, the school was ranked positively in the Ellesmere Port area.

In Year Data

The Headteacher explained that this data identified the children who required an additional boost. Without the SEN children, the school expected 70% to be making expected progress. If the figure fell below 70%, then it would be identified to Governors.

Governors considered the data for specific years.

Governors question: *Are the issues in Year 5 a continuation of historical issues from lower in the school?*

Answer: *Yes, in part.*

Governors question: *Are there a high number of boys in Year 5?*

Answer: *Yes and high needs.*

Governors question: *Can we split the data into SEN and non SEN?*

***Answer:** Some are not SEN children and are not achieving expected. Staff can show Governors this information during Governor link visits. The HT offered individual opportunities to Governors to go through the data at this level if they required as to complete the analysis as a whole GB would be lengthy.*

Fixed penalty notices

Governors were advised that three notices were issued in the Autumn term.

Ignite

Governors discussed Ignite and the Insight into Governance programme.

Action: Governors to review the Ignite TSA website for information on joining any relevant professional learning networks.

RESOLVED: that the Headteacher's report be received with thanks.

8. SCHOOL DEVELOPMENT PLAN

The School Development Plan (SDP) was discussed under agenda item 7.

9. POLICIES

Governors considered the Data Protection, Protection of Biometric Information and the SEN policies.

GDPR/ Data Protection

Governors noted that Mrs Cole was the School GDPR lead and that the Chair and Mrs Cole planned to attend GDPR training.

Protection of Biometric information

The Headteacher advised Governors that there was no biometric information used or stored in the school.

RESOLVED: that the policies be agreed.

SEN policy

There were no large changes to the policy since last year.

***Governors question:** We need to appoint a SEN Governor. What does the role involve?*

***Answer:** Some training to understand the processes that the school goes through to secure top up funding. You also need to understand what the school does in respect of SEND.*

Action: The Headteacher to update the SEN policy to reflect that Mrs Flynn had been appointed SEN Governor.

RESOLVED: that Mrs Flynn's appointment to the role of SEN Governor be agreed.



10. eCWIP

There was no further update to be discussed.

11. SCHOOL BULLETIN/HR UPDATE

Governors and discussed the Internal Audit summary of key themes arising from the audit review of SFVS.

Governors question: *Do we have a school purchase card? And do we need to look at the pre approval process?*

Answer: *Mrs Cole, the Headteacher and Site Manager have purchase cards. The Site managers limit is £100 and the Headteacher and Mrs Cole have a £500 limit.*

Action: *Mrs Hubbard to visit the school to follow the pre approval process.*

RESOLVED: that the updates be received.

12. SIP REPORT

Governors received a summary report from the School Improvement Partner's (SIP) visit on 5th November 2019. Although some observations were useful, there was confusion regarding some of the items that had and had not been included in the report.

Governors discussed the value of the report and whether it would help the school move forward. Governors agreed to review the SIP report generated after the next visit on 25th March 2020.

Action: *The Clerk to add SIP report item to the Summer FGB 1 agenda.*

Finance Items

13. BUDGET

Governors discussed the budget summary which had been circulated prior to the meeting. The Headteacher advised that indirect employee expenses had been £1,000 higher than expected. The budget balance was £537,166, (Five hundred and thirty seven thousand, one hundred and sixty six). It was also noted that:

- Direct employee expenditure may increase by £6,500 due to additional supply, which had not been costed. Increased income would offset most of the additional cost.
- Nursery building spend of £37,000 to be paid.
- Supplies and services in credit by £52,150, which would be spent by the end of the school year.

The Headteacher advised that although not yet confirmed formally, the base budget for 2020/21 was approximately £50,000 (fifty thousand) more than in 2019/20.



Governors question: *How is the nursery build progressing?*

Answer: *Slightly ahead on brickwork and will be where required to complete the breakthrough during half term. Four weeks after half term will be the final snagging. The contract documents are all completed and in place.*

14. GOVERNOR TRAINING AND VISITS

Mr Denham reported that he had booked to attend a New Governor course.

Action: The Clerk to send a list of New Governor training dates to Mr Leite.

15. CORRESPONDENCE TO THE CHAIR OF GOVERNORS/ CHAIRS ACTIONS

There was no business to be discussed.

16. GDPR

There were no data incidents, FOI requests or breaches to be discussed.

17. RESIDENTIAL VISITS

Governors noted the details of the Year 6 residential visit to London. The Headteacher confirmed that Risk Assessments had been carried out.

18. GOVERNING BOARD COMPOSITION

Action: The Clerk to add Governing Board review item to the next Full Governing Board agenda.

19. DATES FOR NEXT MEETING

Resources and community focus: Wednesday 25th March 2020

Performance and pupil welfare focus: Thursday 21st May 2020

Resources and community focus: Wednesday 1st July 2020

All meetings will take place at the school at 4.00pm.

20. ANY OTHER NOTIFIED BUSINESS

There was no further non confidential business to be discussed.

The meeting closed at 5.58 pm, following discussion of the Confidential Business items.

Signed by [Signature] (Chair of Governors)

Dated 19.3.2020



Action Plan:

Agenda Item	Action	Who by/ When by
3	The Clerk to provide a new Governors induction pack to Mr Leite.	Clerk/ ASAP
3	The Clerk to provide copies of an induction planner to the Chair, Headteacher and Mr Leite for use during the induction.	Clerk/ASAP
5	The Headteacher to recirculate KCSIE 2019 to Governors.	Completed
5	The Chair to undertake a Health and Safety learning walk with the locum Caretaker, Mr Martin.	Chair/Spring Term
5	Outstanding pen portraits to be completed and sent to Mrs Cole.	Governors/ ASAP
5	Mrs Cole to investigate the quality of the school uniform.	Mrs Cole/ For next FGB meeting.
5	Headteacher to investigate whether there are other Lock Down policies in operation elsewhere.	HT/ For next FGB meeting
5	Governors who attend Leadership meetings to complete a Governors Visit form.	Governors attending Leadership meetings
7	The Headteacher to investigate automatic fortnightly Earwig updates.	HT/ For next FGB meeting
7	Governors invited to attend the school play to see some of the curriculum work in action. (School Play is to be held after the next FGB on 25th March).	Governors/ 25/03/20
7	Mrs Colcough to provide Mr Leite's details to the school careers lead, Mrs Vaughan.	Mrs Colclough
7	Governors to review the Ignite TSA website for information on joining any relevant learning networks.	Governors
9	The Headteacher to update the SEN policy to reflect that Mrs Flynn had been appointed SEN Governor.	HT/ ASAP
11	The Chair to visit the school to follow the card pre approval process.	Chair/ For next FGB meeting.
12	The Clerk to add SIP report item to the Summer FGB 1 agenda.	Clerk/ For Summer FGB 1 agenda
14	The Clerk to send a list of New Governor training dates to Mr Leite.	Clerk/ ASAP
18	The Clerk to add Governing Board review item to the next Full Governing Board agenda.	Clerk/ For next FGB agenda
23	The Headteacher to send the Headteacher's Appraisal report to Mr Aspden, Mrs Critchley and Mrs Flynn for review prior to agreeing it with the SIP.	HT/ ASAP